

Case File: Commo.

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29 January 1963

S E C R E T

TO : All OC-Divisions and Staffs

FROM : OC-Area Records Officer

SUBJECT : OC-Archiving Procedure

Reference: OC-Order No. 1-57

Rescission: OC-RC Memo, dated 4 February 1960 - OC-Archiving Procedure

1. The OC-Area Records Officer is responsible for the direct deposit and recall of all OC record material to and from the Agency Records Center.

2. Each Division and Staff in the OC will continue to use their series of numbers preceded by their office symbol, now in effect, which will be assigned to each folder containing non-current record material. (EXAMPLE: OC-AD 001, OC-AD 002 etc.)

3. Each folder for archiving is prepared by the Divisions or Staffs in accordance with the following procedure.

- a. Screen each folder and eliminate all obvious non-record material.
- b. Downgrade security classification of records whenever such action is authorized.
- c. Flag Top Secret documents by using a "T.S. Flag" (a strip of green card stock). Stamp Top Secret on outside of the folder.
- d. Assign each folder an archiving number.

S E C R E T

GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

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S E C R E T

- e. Prepare Form 140-A, Record Shelf List, in original and three copies (attachment #1). Two copies will be sent to the Records Center, one copy will be returned to the originating OC-Division or Staff with the Job Number, container number, and total number of containers indicated, and one copy will be retained by the OC-ARO.
- f. If Top Secret records are included, a list must be prepared for the Top Secret documents in quadruplicate and must contain the following information.

- (1) Top Secret Number
- (2) Copy Number
- (3) Title of Subject
- (4) Date

Three copies of this list will be sent to the Records Center with the Form 140-A and one copy will be retained by the OC-ARO.

- g. Forward archiving material and Form 140-A to the OC-ARO, GA-43, Headquarters Building. The OC-ARO will process the archiving material, complete Form 140, "Records Retirement Request" and forward the material to the Agency Records Center (attachment #2).

5. There are four types of reference services available to the OC depending on the need of the requestor. The four types of reference services are.

S E C R E T

- a. "Routine Service" requires about twenty-four hours. To obtain Routine Service, the Division or Staff must complete Form 490, "Records Center Service Request", and send it to the OC-ARO (attachment #3). The name of the requestor will always be the OC-ARO. Under "Log Data" on Form 490 will be the description of the record or service requested; the other items are self-explanatory. (ONLY ONE ITEM PER REQUEST FORM).
- b. "Priority Service" requires about four hours if prior to 1300 hours. Priority Service can be obtained by calling the OC-ARO, explaining the need and furnishing the same information called for on the Form 490.
- c. "Emergency Service" which requires the time it takes to "pull" the record, arrange for transportation [redacted] and deliver it to the requestor, about 2 hours. To obtain emergency service call the OC-ARO, explain the need, justify the emergency service, specify the time the record is needed and furnish the same information called for on Form 490.
- d. "After-hours Service" which requires about two hours. To obtain After-hours Service call the Agency Records Center [redacted] explain the need, where record is to be delivered, specify the time the record is needed and furnish the same information called for on Form 490.

NOTE: UNLESS THE COMPLETE INFORMATION REQUESTED ON FORM 490 IS GIVEN TO THE AGENCY RECORDS CENTER, THEY WILL NOT BE ABLE TO SERVICE THE REQUEST.

With Attachments: (3)

1. Form 140-A
2. Form 140
3. Form 490

Distribution: 4